

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 21, 2016
NO: M1-16

CLASSIFICATION TITLE
FACILITIES ENGINEER
(Water Department)

SALARY RANGE
\$62,346 - \$88,888

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, Canton, OH 44702 or application may be printed from www.cantonohio.gov by clicking on “City Services”, “Civil Service”, and then “View City Jobs”. Applicant must submit a copy of their valid driver’s license, a current resume, unofficial college transcripts, copy of Professional Engineer License issued by the State of Ohio, and any other documentation pertaining to this position with completed application and return to the Civil Service Office by the filing deadline of **Friday, February 26, 2016.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, engineering knowledge, project planning & design and computer software application knowledge.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver’s License.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a Bachelor’s Degree in civil engineering, environmental engineering, or a related field and significant professional engineering experience; or an equivalent combination of education, experience and/or training which provide the required knowledge, skills, and abilities. Must possess a valid license to practice as a registered professional engineer issued by the State of Ohio. The individual must maintain this valid P.E. license at all times. The individual must obtain an OEPA Class III Water Supply Certification within three years of initial eligibility.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) Thorough knowledge of the principles and practices of professional engineering as related to the preparation of plans and specifications for a wide variety of public systems, methods, and techniques. Knowledge of construction materials and of approved standards of safety as related to designs and specifications. Ability to instruct subordinate personnel in proper work methods and standards to the design and construction of a variety of public works projects. Skill in the use of engineering and surveying instruments and equipment. Ability to prepare technical administrative reports. Ability to effectively utilize a variety of computer software, including but not limited to Autocad Civil3D, ESRI, Power Point, spreadsheets and water modeling. Ability to analyze problems, troubleshoot, and develop workable solutions. Ability to present ideas effectively, orally, and in writing. Ability to establish and maintain effective working relationships with elected officials, department heads, city employees, other agencies, and the general public. Ability to supervise assigned personnel.

*****IMPORTANT NOTICE TO VETERANS*****

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the Director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person’s total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member’s initial entry-level training shall receive a credit of fifteen percent (15%) of the person’s total grade given in the examination in which the person receives a passing grade. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

MAXIMUM ALLOWABLE BONUS POINT AWARD

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver’s license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

GENERAL STATEMENT OF DUTIES

This is a professional, technical and managerial position. An employee in this classification performs professional civil engineering work at a high level on behalf of the Canton Water Department. The Facilities Engineer reports directly to the Water Department Superintendent and/or a designee.

This work involves public health and safety. It requires thorough familiarity and application of sound engineering and surveying principles and practices. The exercise of technical judgment on numerous important details and selection of sound engineering procedures should be followed at all times. The work is performed in accordance with established state laws, city codes, American Water Works Association standards, Ten-states standards and Environmental Protection Agency rules and regulations. The position will require thorough knowledge of the above stated standards and accepted practices as they apply to the work being conducted. The Facilities Engineer shall develop a good working relationship with Ohio EPA and is expected to be actively involved in the Ohio AWWA or similar professional organizations.

The Facilities Engineer is primarily responsible for planning, designing and managing departmental projects. There will be a strong emphasis on water distribution system work. This includes water main replacement/extension plan design; asset management; hydraulic modeling; GIS mapping; cost estimating; plan review; and project management. Other types of projects may include but are not limited to those dealing with potable water treatment; general maintenance; metering; backflow prevention; leak detection; valve maintenance and all supporting functions necessary for the proper operation of the department. The position may also involve assisting the Water Superintendent in developing and monitoring the departmental budget, rate studies, and handling confidential materials such as personnel files. The Facilities Engineer will be the technical liaison between the department and other entities.